

Section 3 Form FTB 8633, California e-file Program Participant Enrollment Form

3.1 General Information

All organizations or individuals interested in participating in California's e-file Program must apply using the *California e-file Program Participant Enrollment Form* (FTB 8633). We accept enrollment forms year-round online, via fax, or by mail. You can complete and submit your enrollment form online at www.ftb.ca.gov (search for **Join e-file**). A copy of form FTB 8633 is at the end of this section. Please refer to the instructions when completing the form. Following are the guidelines for participation:

- All Providers must currently be accepted into the IRS e-file Program and must possess valid credentials. The types of credentials required depend on the category of provider. All categories of providers are required to have a valid Electronic Filer Identification Number (EFIN). Transmitters and Software Developers must possess a valid Electronic Transmitter Identification Number (ETIN). We use the EFIN and ETIN assigned by the IRS for California e-file purposes.
- You must comply with the California e-file Program requirements and specifications as described in Section 5.
- All applicants (except Software Developers and VITA/TCE/Not for Profit sites) must pass a suitability check. (For more information on our suitability check, refer to Section 4.3.) Applicants cannot electronically submit any returns to FTB until they pass our suitability check and receive a letter of initial acceptance into our e-file Program. You must keep this letter of initial acceptance for your records and produce it to FTB upon request. Each year thereafter, in order to remain in our e-file Program, you must pass a suitability check; however, we will not send you another letter of acceptance. If at any time we deny your participation, we will send a letter explaining the reason for denial. If you have been denied and attempt to submit returns electronically, we will reject the transmission.
- Software Developers and Transmitters must pass the California e-file Participants Acceptance Testing System (PATS). We will assign Transmitters a password for filing California e-file returns. We will provide Software Developers a password if they electronically transmit returns.

3.2 Who Must Apply?

All organizations or individuals **not** previously accepted in the California e-file Program must submit form FTB 8633. Each branch office that receives an EFIN from the IRS must file individual enrollment forms for acceptance into our program.

You must file a **new** form FTB 8633 if:

- We previously denied your participation in the e-file Program. However, if we denied your participation within the current calendar year, you do not need to file a new form FTB 8633. Contact e-Programs Customer Service at (916) 845-0353 for assistance.
- We dropped you from our e-file Program.

Once we accept you into our e-file Program, you must submit **an updated** form FTB 8633, if the EFIN or ETIN you previously submitted to the FTB has changed. You can do this online at www.ftb.ca.gov (search for **Join e-file**). To update your address, phone number, or contact information you may submit an updated form FTB 8633 or contact e-Programs Customer Service by phone or email.

3.3 Complete Enrollment Form Required

Submitting an incomplete form FTB 8633 can delay your acceptance and ability to participate in our e-file Program. Please be sure to complete all sections. You can complete your form online or you may fax or mail your enrollment form to us.

If you have questions about completing form FTB 8633, contact e-Programs Customer Service at (916) 845-0353, Monday through Friday, between 8 a.m. and 5 p.m.

3.4 When Must I Apply?

We will accept your application to file taxable year 2005 returns at any time. To be ready for our January 3, 2006 start date, apply as soon as possible.

California e-file Program Participant Enrollment Form

Skip the form – enroll online at www.ftb.ca.gov

1	Application type	<input type="checkbox"/> New	<input type="checkbox"/> Update	<input type="checkbox"/> Reinstate
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2	Participant name	Name of sole proprietor, partnership, or corporation, as shown on tax return		
		Doing business as, if different from above		

3	Identification numbers	EFIN	<input type="text"/>	ETIN	<input type="text"/>
		SSN/FEIN	<input type="text"/>		
		PTIN	<input type="text"/>		

4	Participant address	Street		
	(Mailing address)	City	State	ZIP Code
	(Physical address, if different from mailing address)	Street		
		City	State	ZIP Code

5	Participant type	Individual	Business
	(Check all that apply)		
	Electronic Return Originator	<input type="checkbox"/>	<input type="checkbox"/>
	Transmitter	<input type="checkbox"/>	<input type="checkbox"/>
	Software Developer	<input type="checkbox"/>	<input type="checkbox"/>

6	Contact information	First name	Middle initial	Last name
	A. Individual e-file	Phone	Ext.	Fax
	B. Business e-file	First name	Middle initial	Last name
	<input type="checkbox"/> Check box if contact information same as Individual e-file	Phone	Ext.	Fax

7	About the participant	<input type="checkbox"/> Certified Public Accountant (CPA or AICPA) # _____
	(e.g., business owner or responsible official)	<input type="checkbox"/> Enrolled Agent # _____
	(Check one)	<input type="checkbox"/> Attorney
		<input type="checkbox"/> CTEC # _____, surety bonding company _____
		<input type="checkbox"/> Other, specify _____

**Submit your
enrollment
form**

Fax: (916) 845-0287
Mail: e-file Program MS F284
Franchise Tax Board
PO Box 1468
Sacramento CA 95812-1468
Online: www.ftb.ca.gov

**For more
information**

Web: www.ftb.ca.gov
Email: e-file@ftb.ca.gov
Phone: (916) 845-0353

California e-file Program Participant Form Guidelines

General Information

Use this form to enroll as a participant in California's Individual and Business e-file Programs or to update your participant information. For quicker response, enroll online at www.ftb.ca.gov. Search for **Join e-file**.

California operates its own e-file program, independent of the IRS e-file Program. We closely follow the IRS program procedures in administering our program.

Participation Requirements

Participants must currently be accepted in the IRS e-file Program and have a valid Electronic Filer Identification Number (EFIN). To transmit returns directly to us, participants must also have an Electronic Transmitter Identification number (ETIN). All participants must also comply with the requirements and specifications in FTB Pub. 1345, *e-file Handbook for Authorized e-file Providers of California Tax Returns*. Participants in the California Individual e-file Program must also comply with the requirements and specifications in FTB Pub. 1345A, *Individual e-file Handbook Supplement* and participants in the California Business e-file Program must comply with the requirements and specifications in FTB Pub. 1345B, *Business e-file Handbook Supplement*. We may cancel the enrollment of any participant who does not meet these requirements or does not keep his or her enrollment information current.

When to Apply

We accept e-file enrollment forms year-round. You **do not** need to reapply each year, as long as you e-file at least one California return and your status with the IRS does not change.

Joining the Program

To enroll in the California e-file Program, complete Side 1 of the enrollment form and submit it to us. In addition:

- **Electronic Return Originators (EROs) and transmitters** must pass our suitability test.
 - **Software developers and transmitters** must pass a participant acceptance test (PATs) of their software.
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INSTRUCTIONS

Part 3: Identification Numbers

EFIN (all applicants)

Provide the six-digit EFIN the IRS assigned to you.

- If you have not received an EFIN, please wait until you receive your EFIN from the IRS to submit this form.
- If you have multiple EFINs, enter the one you will use to e-file California tax returns.

ETIN (transmitters and software developers only)

Provide the five-digit ETIN the IRS assigned to you.

- If you have not received an ETIN, please wait until after you receive your ETIN to submit this form.
- If you have multiple ETINs, enter the one you will use to e-file California tax returns.

SSN/FEIN (all applicants)

Provide the social security number or federal employer identification number that is associated with the IRS EFIN you provided above.

PTIN (only used by EROs who also prepare returns)

Provide your IRS-issued PTIN (Preparer Tax Identification Number).

Part 5: Participant Types

Check the box or boxes that apply. If you participate in both Individual and Business e-file, check the appropriate box(es) in each column.

- **ERO** – EROs originate the submission of e-file returns using approved e-file software.
- **Transmitter** – Transmitters submit electronic tax return data directly to the FTB. Check your e-file software to determine if you transmit directly or through a third party.
- **Software Developer** – Software developers write and distribute e-file software that can be used by tax preparers or individual taxpayers.

Part 6: Contact Information

- If you only participate in Individual e-file, complete Part 6A.
- If you only participate in Business e-file, complete Part 6B.
- If you participate in both, and the contact person is the same, enter the contact information in Part 6A, and check the box in Part 6B.
- If the contact information for Individual and Business e-file is different, complete both Part 6A and 6B.

Part 7: About the Participant

- **Certified Public Accountants** must provide their license number from their state's Board of Accountancy or their member number from the American Institute of Certified Public Accountants (AICPA).
 - **Enrolled Agents** must provide their IRS enrollment number.
 - **CTEC certified preparers** must provide their California Tax Education Council identification number and the name of their bonding company.
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